Proposed Process for Recommendation Proposal from the subcommittees/PCCEP member(s)

1) subcommittee/committee member will create a draft proposal using PCCEP recommendation outline.

2) Once recommendation is complete, the subcommittee/committee member will send proposal to the steering committee and CC the rest of the PCCEP committee. The steering committee will take it up at the next steering committee meeting and put it up for a vote at the next available PCCEP meeting. Consideration will be given to the timing of proposal and availability of time in schedule. Recommendations must be slotted within 2 PCCEP meetings. Proposals submitted within 48 hours of an upcoming steering committee meeting can be deferred to the following meeting.

3) PCCEP members will have an opportunity in the lead up to the presentation and vote, to offer feedback, suggestions and ask clarifying questions of the recommendation to better understand and strengthen it.

1) Within 14 days, a list of recommendations received will be posted on the PCCEP Public Recommendation Log on the PCCEP website, along with the contact person on the relevant subcommittee where it will be discussed.

4) In advance of the committee meeting where the proposal will be discussed, the recommendation will be posted on the PCCEP website at least two-weeks in advance to give community members an opportunity to consider the recommendation.

5) PCCEP staff will invite those who crafted the proposal to the PCCEP meeting where it will be considered.

6) At the PCCEP meeting where recommendation is discussed. Members of the subcommittee will present the recommendation and take feedback and suggestions from both the PCCEP committee and the public. Recommendations will be subject to edits and or amendments based on this feedback.

7) After PCCEP discussion, public input and any relevant edits and or amendments considered, PCCEP members will take a vote on the recommendation. Any recommendations that receives 7 votes passes, as laid out in the PCCEP bylaws. PCCEP staff will update the PCCEP Public Recommendation Log within 48 hours of a vote to reflect the decision of the committee. PCCEP staff will work with subcommittee chairs to make sure all members of the subcommittee are notified of decision.

8) Recommendations that do not pass will be sent back to the subcommittee/committee member with feedback from the committee. The subcommittee/committee member can rework the recommendation and re-present it. Reworked recommendations will receive preference at upcoming meetings to avoid drawing out the process.

9) PCCEP subcommittees serve at the benefit of the PCCEP committee. Recommendations are not owned by any subcommittee or individuals. Recommendations are open to input and feedback from committee members and the public at any point in the process of passing the recommendation.

10) Recommendations do not have to be perfect documents. Recommendations should attempt to answer all relevant questions and take consideration to those it will impact including

marginalized communities. Following the recommendation outline guide will help ensure this happens.

11) Subcommittees should aim to bring forward recommendations to the full Board in a timely manner. PCCEP should aim to consider and vote on recommendations within 2 months of the proposal being brought to the steering committee.